

## Create an Account Guide

Follow the steps below to create an account on the DPR registration system website.

1. Go to the DPR registration system website at [www.asaponlinereg.com/Login.aspx?org=774](http://www.asaponlinereg.com/Login.aspx?org=774).
2. In the New Registrants section, click 'Create New Account.'

**Returning Customers**

Please use this form to login

Email Address:

Password:

[Forgot Your Password?](#)

**New Registrants**

3. On the New Account page, enter your email address and a password as instructed. Record your password in a safe location for future reference.

**Create your account**

Please create a username and password so you can access your account later

Email Address  \*

Verify Email Address  \*

Password  \*

Re-enter Password  \*

4. Enter the first name of every person in your immediate family who will visit a DPR recreation center or sign up for a DPR activity or class. To add additional names click the 'Add Another Registrant' button.

Now tell us who will be registering for classes

First Name  \*

First Name #2  \*

First Name #3  \*

[Add Another Registrant](#)

5. When finished clicked the 'Save and Continue' button.
6. Fill in the information for each family member you created in step 4. To save time with this process, check the 'Copy Contact Information to group members' checkbox. Be aware of the following rules when completing this step:
  - Every field with a red asterisk ( \* ) is required
  - The address field must not contain special characters including periods, commas, or dashes.
  - The Postal Code must **not** exceed five (5) digits. Do **not** include the "plus-four code" at the end of your zip code.

**Registration Form**

Please enter information for: **Mark**

☒ Copy Contact Information to group members

**Personal Information**

First Name	<input type="text" value="Mark"/>	*
Last Name	<input type="text" value="Thompson"/>	*
Email	<input type="text" value="dprsummer@dpr.com"/>	*
Gender	<input type="text" value="Male"/>	*
Date Of Birth	01 / 01 / 1980	
Primary Phone Number	(202) 123 1234 ext: <input type="text"/>	*
Secondary Phone Number	( ) ext: <input type="text"/>	
Address	<input type="text" value="3149 16th Street NW"/>	*
City	<input type="text" value="Washington"/>	*
State	<input type="text" value="District of Columbia"/>	*
Postal Code	<input type="text" value="20010"/>	*

**Demographic Info**

Language Spoken At Home	<input type="text" value="English"/>	*
-------------------------	--------------------------------------	---

7. When finished click 'Next.'
8. Repeat steps 6-7 for each additional family member.
9. After the last family member has been entered click 'Save and Continue.'
10. The final page is your account page. Each family member is listed just above the current user. From this page you may perform a number of actions including:
  - Editing a family member's information
  - Switching between family members
  - Adding new family members to the account
  - Changing your password
  - Viewing your current activity schedule
  - Viewing all prior invoices and receipts
  - Paying past due charges
  - Enrolling in classes and activities

There are 3 customers in this group account.

Total Balance due: \$0.00

Total Available credit: \$0.00

[Edit My Personal Information](#)

[Add New Person To This Account](#)

[Change My Password](#)


[Email Administrator](#)

Mark Thompson

Simon Thompson

Jennifer Thompson

**Welcome Mark Thompson !**



[Upload Image](#)

Primary Contact [Change](#)

customer

Number:

Email: dprsummer@dpr.com

Primary (202) 123-1234

Phone:

Secondary

Phone:

Address: 3149 16th Street NW

DC

20010

Customer Resident

Type: